

**I. GENERAL INFORMATION**

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| 1. <b>SOLICITATION NUMBER:</b>                           | SOL-306-17-000055-GO  |
| 2. <b>ISSUANCE DATE:</b>                                 | July 19, 2017   |
| 3. <b>CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</b> | August 01, 2017   |
| 4. <b>POSITION TITLE:</b>                                | Program Management Specialist   |
| 5. <b>MARKET VALUE:</b>                                  | GS-12 (\$62,722 - \$81,541)<br>In addition 35% post differential and 35% danger pay is currently authorized at this location. |
| 6. <b>PERIOD OF PERFORMANCE:</b>                         | 13 months with an option for renewal  |
| 7. <b>PLACE OF PERFORMANCE:</b>                          | USAID/Afghanistan   |
| 8. <b>SECURITY LEVEL REQUIRED:</b>                       | Moderate Risk Public Trust  |

**9. STATEMENT OF DUTIES:****1) General Statement of Purpose of Contract**

The Office of Gender (GO), the first in USAID, supports women's empowerment and equity, helps them gain access to public services and jobs, builds their capacity, and supports their access and participation in the economy. The incumbent serves as a member of USAID/Afghanistan's Gender Office by leading and working with the GO specifically and the USAID/Mission generally in formulating analyses, conducting research, identifying programmatic policy approaches regarding the intersection of gender/women's empowerment issues with Mission strategy and Government of Afghanistan's Women's Economic Empowerment and National Priority Programs. The incumbent is involved in monitoring and evaluation analyses with the objective of strengthening the emerging Gender Office program focus.

The incumbent will be a member of USAID/Afghanistan gender technical office. The office was created to manage approximately \$280 million in U.S. funds directly targeting gender equity and women's empowerment activities. This high-profile portfolio is managed with a high priority on analysis and research to include outreach with implementing partners, interagency and other donors. The incumbent will provide guidance on USAID's partnership with the government of Afghanistan, interagency collaboration and responsiveness to the needs of Afghan women. Aside from managing multi-million dollar activities, the incumbent will also provide a full range of consultative, information-gathering, analytical, evaluative, and written technical services on gender equity and women's empowerment. Therefore, excellent English communication and writing skills are essential.

The incumbent is expected to provide advice and recommendations to the Office Director and Deputy Director, Mission management, technical office directors, team leaders, and activity managers on matters where gender programming and awareness is critical. The incumbent must also possess financial management, budget, monitoring, evaluation and work planning skills that ensure maximum performance from the activity under GO management. The

incumbent will be responsible to represent the Gender Office in Portfolio Reviews, strategic planning, Quarterly Financial Reviews, the annual Performance Plan and Report, the annual Operational Plan and other Mission programmatic requirements. The successful candidate will interact with the Afghan government, participate in international donor coordination meetings and partner with other technical offices.

## **2) Statement of Duties to be Performed**

### **1. Strategic and Budget Planning:**

The incumbent advises the Gender Office and the Mission on budget planning related to the activity(ies) they manage concerning relevant international and national best practices, conventions, legislation, and gender approaches. This will require acquiring extensive knowledge of U.S. and Afghanistan strategies for women's empowerment, the State Department's Women Peace and Security policies, and the U.N.'s 1325 policies, and how they apply to USAID activities.

### **2. Expert Body of Knowledge Maintaining:**

The incumbent serves as an informant on cultural dynamics and complexities in Afghanistan, including understanding indicators related to women's status, issues around traditional barriers that constrain equitable public participation in development, and familiarity with gender issues as they relate to Islam and customary law. The incumbent also ensures that adequate knowledge and consistent familiarity is established by Mission personnel with respect to the Mission's project portfolios by providing advice and guidance on programmatic priorities.

### **3. Reporting:**

The incumbent assists in the formulation of indicators for monitoring and evaluation; interprets monitoring results and advises on any required course corrections at a programmatic or strategic level. The incumbent further assists with monitoring and reporting on Congressional earmarks and works closely with the technical offices to ensure that earmarks are met.

### **4. Program Design:**

The incumbent guides the design of activities and approaches for the Gender Office which may include reviewing concept papers, drafting project appraisal documents, project solicitation documents, implementation letters, performance management plans, annual work plans, and evaluation/assessment statements of work ensuring consistency with Agency policy; provides guidance for the completion of programmatic analyses, projects, and activities and ensures the selection of appropriate indicators.

### **5. Implementation and Monitoring & Evaluation:**

The incumbent serves as a Contracting/Agreement Officer's Representative (AOR/COR) or alternate for one or more Office-managed agreements or contracts. In this capacity, the incumbent manages, monitors, and provides oversight to the grantee(s) and/or contractor(s) to ensure program progress and results.

## 6. Representation, Outreach, and Communication:

The incumbent represents USAID/Afghanistan at inter-agency and inter-donor meetings. As required by their supervisor and their role in project management, the incumbent may coordinate with other donors and the Government of Islamic Republic of Afghanistan (GIROA) entities. The incumbent may provide briefings to visiting officials, including Congressional delegations, and serves as a liaison for events, site visits, and meetings for other high level visitors.

### 3) USAID Consultation or Orientation

The selected applicant must proceed to the Washington D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

### 4) Supervisory Relationship

The incumbent works closely with all members of Gender Office and reports directly to the GO Office Director.

### 5) Supervisory Controls

The incumbent functions with a high degree of independence and exhibits maturity and judgment, knowing when to seek guidance from the Office Director. The incumbent sets priorities in concert with his/her direct supervisor and does not have direct supervisory responsibility but may function as a team leader for topical working groups and for the Gender Office. This will include providing daily mentoring and capacity building to the local staff. The incumbent will also be required to provide daily technical and administrative guidance to the staff as needed.

## 10. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

## 11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line:  
**SOL-306-17-000055-Program Management Specialist** to: [kblaidpscjobs@usaid.gov](mailto:kblaidpscjobs@usaid.gov)

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview. Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** A Bachelor's degree in gender, law, development studies, social-anthropology, human rights, cultural heritage studies, history, or social work is required. (Educational requirement must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum of 7 (seven) years of experience working with gender or women-related issues in the public, private sector or academic institutions. (Work experience requirements must be met at the time of application for the subject position).

## III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

### 1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses. <sup>i</sup>
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

## **2. EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 1000 words (approx. one typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

### **FACTOR #1: KNOWLEDGE**

Outline how you have developed gender-related evaluation timelines.

### **FACTOR #2: WORKING INDEPENDENTLY**

Describe M&E-related training and outreach materials that can be used in the development of Gender activities.

### **FACTOR #3: CONTINUOUS LEARNING**

Outline the strategic planning, management and analytical skills that you demonstrated in implementing gender projects.

## **3. BASIS OF RATING**

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

### **Evaluation Factors**

Factor #1 (10 points)  
Factor #2 (10 points)  
Factor #3 (10 points)

Interview Performance 70 points

Interview questions will revolve around the candidate's propensity to:

- Demonstrate the ability to multi-task and work as a member of a team that is comprised of a variety of individuals within the unit, USAID/Afghanistan government and donor community;
- Ability to work independently but to also appraise management of significant issues that may require management input;

- Ability to analyze programmatic problems and provide recommendations/solutions;
- Ability to conduct research and provide appropriate recommendations.

Total Possible Points: 100

#### **IV. APPLYING**

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: [www.usaid.gov/sites/default/files/documents/1866/a302-3.doc](http://www.usaid.gov/sites/default/files/documents/1866/a302-3.doc)
2. A current curriculum vitae (CV) or résumé.
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for meeting the minimum requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

#### **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

## 1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

## 2. ALLOWANCES (When Eligibility Requirements are Met)\*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas)

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

**VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs**

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes J applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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<sup>i</sup> **ADS 309.3.3 a**

“United States Personal Service Contractors takes hiring preference over Third Country National Personal Service Contractors.” USAID/Afghanistan staffing limitations require this solicitation to be open to Third Country Nationals only.